

ELISE CAROLINE ANDERSON

GOV. MSG. NO. 840

Punahou School

Diploma with Honors, Class of 2005

Grade Point Average: 3.98

Princeton University

Bachelor of Arts, English and American Literature, Class of 2009

Grade Point Average: 3.68

University of Hawaii at Manoa

Post-Baccalaureate Psychology Curriculum, 2012

Grade Point Average: 4.22

**Articulate, meticulous, creative writer, editor and analyst.*

**Adept with numbers and logic, both for calculations and for applied problem solving.*

**Personable, and comfortable interacting with individuals from all socioeconomic and political strata.*

**Organized and accountable, able to multitask and dedicated to high standards of integrity.*

Employment Post-Undergraduate Study

Tennis Coach

Waialae Country Club

July, 2013-present

Facilitating group and private tennis lessons for children ages 3-12; leading the Junior Team Tennis 2.5 (12 & Under) program, and accompanying this championship team to all match sites during weekends.

Legislative Liaison

Hawaii State Senate, Office of Minority Leader Sen. Sam Slom (R)

January, 2014-present

Preparing and delivering testimony at State and Federal public hearings; special legislative research tasks; note-taking at public issue informational briefings, candidate forums, neighborhood boards and business networking events; monitoring State Capitol Floor Session debates.

Content Development Contractor

Hawaii State Foundation on Culture and the Arts

July, 2013-January, 2014

Composing and editing display descriptions for approximately 1,800 pieces of art; researching the histories of installation sites, artists and artworks from original letters, government archival reports, press releases, biographies and websites; updating Museum database records.

Legislative Aide

Hawaii State Senate, Office of Majority Floor Leader Sen. Will Espero (D)

January, 2013-May, 2013

Drafting Senate resolutions; addressing constituent concerns verbally and in writing; relaying testimony for the Senate Committee on Public Safety; managing the Senator's schedule; routing legislation and committee reports for consent from other senators; assisting with special events & Floor presentations.

Executive Secretary

Mr. Michael E. Haig

May, 2010-July, 2010; May, 2011-present

Assisting with the communications and logistical commitments of a Honolulu businessman; helping to oversee full-scale renovation projects in several Honolulu condos, and the appraisal-distribution of a \$5 million Hawaiian art collection to the Hawaii State Art Museum.

Research Associate

VR Mergers and Acquisitions, Hawaii Business Brokerage

October, 2011-January, 2012

Researching businesses looking to sell, via archives and interviews, to compose client business profiles; interviewing prospective buyers to gauge interest levels; drafting contract procedures.

Psychology Research Analyst and Technical Report Editor

NASA Ames Research Center, Human Factors Integration Division

December, 2010-May, 2011

Analyzing multitasking and visual attention data as pilots responded to simulated spaceflight system failures; research goal to evaluate various display interfaces contending for use on next-generation spacecraft missions. Also, editing technical reports on human factors issues such as fatigue.

Editor and Panel Review Coordinator

NASA Lunar Science Institute, ROSES Education & Public Outreach Science Supplemental Grants

July, 2010-May, 2011

Creating panel review assignments and schedules; composing and implementing a scoring system for grant evaluations; finalizing edits for "Women in Astronomy" national conference proceedings; collaborating on NASA new media innovation and internship coordination ventures; assisting the Dean of Students in managing student and program records; helping to foster educational development of the Exploration Uplink Lunar Rover Simulator; helping to design Lunar Science Institute outreach brochures.

Legislative Aide and Chief of Staff

Hawaii State House of Representatives, Office of Assistant Minority Floor Leader Rep. Corinne Ching (R)

January-May, 2010; May, 2011-August, 2012

Drafting and editing bills and resolutions, written comments on behalf of the representative, certificates, speeches, newsletters, and editorials; providing community interface at events and fundraisers; helping to coordinate community outreach and educational events; serving on the neighborhood board; representing Rep. Ching in House Committee on Education hearings.

Office Manager and Account Coordinator

Destination Marketing Hawaii

June, 2009-September, 2009

Designing and distributing sell sheets for Hawaii travel advertisement sections within popular city books and magazines across the continental United States and abroad; designing and distributing monthly newsletters; updating company research on tourism trends.

Other Communal Involvement

Strategic and publicity assistant, numerous Hawaii State election campaigns
Television moderator and guest, Grassroot Institute of Hawaii, Espero Conversation, A Better Day
Undergraduate Admissions Interviewer, Princeton University
Filming extra, multiple Hawaii Five-O episodes
Teaching Aide in Psychology, San Jose State University
Regular Volunteer, Hawaii Mission Houses Historic Site and Archives
Biofeedback and EEG Measurement Administrator, Pacific Sleep Tech
Trauma Intake Assessor, Institute for Human Services
Non-response Field Survey Enumerator, United States Census Bureau
Volunteer, Hospice Hawaii
Teaching Assistant in math and marine biology, Punahou School Summer School
Teaching Assistant, Punahou School Department of Physics
Research Participant, Princeton University and Stanford University Departments of Psychology
Incoming Collection Processor, Punahou School Cooke Library
Private Math Tutor, business agreements with independent families

Awards and Accolades

Princeton University Walter C. Hughes Senior Thesis Prize
Princeton University Writing Seminar Essay Contest Finalist
Punahou School Alumni Award (highest cumulative GPA of 422 students in the Punahou Class of 2005)
National Merit Scholar
Presidential Scholar Finalist
Escuela Internacional Honors Certificate (Salamanca, Spain)
Punahou School Superior achievement awards in: Physics, Geometry*, Calculus, Chemistry, English, Spanish, European History, Asian History, Economics, Art, Biology (*=awarded to one student per year)*

Extracurricular Interests

Competitive tennis, canoe paddling, biathlon training, tap and jazz dancing, math teams, ceramics, logic puzzles, meditation, modernist literature, T.S. Eliot, lifespan psychology, European & American cultural history, Damon Book Club, 20th Century cinematic history, tour guide for foreign tourists visiting Hawaii.

Standardized Test Scores

SAT: 780 Verbal; 800 Math
GRE: 700 Verbal; 800 Math